

**RECOGNIZED
STUDENT
ORGANIZATION
MANUAL**



TABLE OF CONTENTS

Welcome Student Organizations	4
Professional Staff Directory	4
Introduction to Recognized Student Organizations.....	5
<i>Recognized Student Organization categories</i>	<i>5</i>
<i>Recognized Student Organization statuses.....</i>	<i>6</i>
<i>Organizations seeking and retaining official college recognition</i>	<i>7</i>
<i>Privileges of recognition.....</i>	<i>8</i>
<i>Responsibilities of student organizations and members.....</i>	<i>8</i>
Conduct at activities.....	9
<i>Lines of authority for clubs and organizations.....</i>	<i>9</i>
<i>Regulations</i>	<i>9</i>
Student handbook and code of compliance	9
Non-Discriminatory policy.....	9
Anti-hazing policy.....	10
Sexual assault, sexual harassment, relationship violence, stalking, & Retaliation	13
College sanctions for RSO misconduct.....	14
Funding.....	14
<i>Funding official organizations.....</i>	<i>14</i>
<i>Fundraising/solicitations.....</i>	<i>15</i>
Advisors.....	15
Event Management	15
<i>What is an organization event?.....</i>	<i>15</i>
Types of events	16
<i>Event approval process</i>	<i>16</i>
How to obtain event approval	16
What to do if the event is not approved	16

<i>Facility use reservation procedures</i>	17
<i>Outdoor event and sound system policy</i>	18
<i>Use of campus food service</i>	18
<i>Movie screening</i>	19
<i>Charitable gambling</i>	20
Purchasing	20
<i>Requisitions/contracts</i>	20
<i>Travel</i>	20
Expectations of travel	20
Marketing	21
<i>Print materials</i>	21
General rules.....	21
<i>Promotional items</i>	22
<i>Use of College name & branding</i>	22
Use of college name.....	22
Use of college marks	22
Resources for student organizations	23

WELCOME STUDENT ORGANIZATIONS

Welcome!

I am so excited that you have chosen to become involved in Fletcher Technical Community College's activities and student organizations! Your involvement comes at a pivotal moment in Fletcher's history as we work to recover from COVID-19 and Hurricane Ida. It is through your tenacity and commitment to the Fletcher student experience that we will emerge better than ever! Involvement in student activities and organizations is proven to increase well-being and enhance personal and professional development. While it is my goal to aid in the developmental process, I also hope that you genuinely enjoy your time at Fletcher and create memories that will last a lifetime!

The Office of Student Affairs is committed to the assisting student organizations in planning, promoting, implementing, and evaluating programs to enhance the social, moral, and intellectual development of students. The information in this manual is intended to serve as a comprehensive guide on a wide variety of functions. Please use this manual to aid in your student organization development and enrichment. If at any time you have questions or concerns regarding the content of this manual, please contact me by phone at 985-448-7944 or by email at ethan.guidry@fletcher.edu.

Best of luck this semester!

Sincerely,

Ethan Guidry
Director of Student Affairs

PROFESSIONAL STAFF DIRECTORY

Kristine Strickland, Chancellor
985-448-7922
Kristine.strickland@fletcher.edu

Crystal Gienger, Special Assistant to the Chancellor, Title IX Coordinator
985-448-7909
Crystal.gienger@fletcher.edu

Ana Nanney, Vice Chancellor for Enrollment and Student Development
985-448-7940
Ana.nanney@fletcher.edu

Carrie Cortez, Vice Chancellor for Academic Affairs and Workforce Initiatives
985-448-7936
Carrie.cortez@fletcher.edu

Mark Mclean, Vice Chancellor for Finance and Administration

985-448-7925

Mark.mclean@fletcher.edu

Monique Crochet, Vice Chancellor for Institutional Advancement and Community Engagement

985-448-7920

Monique.crochet@fletcher.edu

Crystal Wendell, Executive Assistant

985-448-7996

Crystal.wendell@fletcher.edu

Ethan Guidry, Director of Student Affairs

985-448-7944

ethan.guidry@fletcher.edu

Misty McElroy, Director of Marketing

985-448-7919

Misty.mcelroy@fletcher.edu

Elizabeth Trahan, Administrative Assistant

985-448-7921

Elizabeth.trahan@fletcher.edu

Gayle Doucet, Purchasing Management and Support

318-678-6117

Gayle.doucet@fletcher.edu

INTRODUCTION TO RECOGNIZED STUDENT ORGANIZATIONS

It is our intention that the out-of-class activities and programs lend themselves to the total educational environment of the College and the “holistic” development of the individual. Additionally, it is our intention to provide a wide range of activities and programs to meet the needs and interests of all students. Organizations on campus become recognized upon application of the interested group and the approval of the Director of Student Affairs in consultation with College administration.

RECOGNIZED STUDENT ORGANIZATION CATEGORIES

1. **Academic** – an organization representing a specific profession or career path
2. **Club Sport** – an organization whose purpose is to encourage participation and engage its members in competitive, extramural sports. Although club sports must be recognized as an RSO, they are governed by SPA. They are also subject to policies and procedures of SPA.
3. **Communication and Media** - an organization whose purpose focuses on the fields of written and verbal communication and new media.

4. **Cultural and Social Awareness** - Organizations that aim at providing intersectional, educational, and social programming across various identity groups. Cultural and social awareness organizations play a major and active role in advancing diversity, equity and inclusion efforts on our campus that result in the creation of Fletcher students becoming global citizens.
5. **Creative & Performing Arts** – Organizations that focus on providing entertainment & knowledge of the field of theater/dance, music, & Fine/Graphic Arts
6. **Faith Based** – an organization that provides spiritual and/or religious development for students.
7. **Greek Life** – a social, fraternal organization composed of all female or all male members within the IFC, CPC, or NPHC councils.
8. **Governing Bodies** – Two Organizations, the Student Program Association and the Student Government Association that function on behalf of Fletcher students. SPA provides programming that is social, educational & increases the extracurricular and student life experience for students. The SGA is an organization that encourages expression, debate and support political issues and/or views that help increase student engagement at Fletcher.
9. **Honor Societies** – local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.
10. **Special Interest** – an organization whose purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest.
11. **Service** – an organization whose chief function is to serve the campus and/or surrounding community.

RECOGNIZED STUDENT ORGANIZATION STATUSES

1. **Active** - Active status is defined as the status of an organization that has completed all requirements to start a new organization or maintain active status. Student organizations on active status are listed on Fletcher’s Student Organization page and may take advantage of the benefits offered to recognized student organizations at Fletcher.
2. **Inactive** - Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status. Student organizations on inactive status are removed from all recognized student organization lists and are not permitted to utilize any of the benefits of being an active student organization (such as participating in other student organization events, hosting events, fundraising, seek funding from campus entities, reserving rooms or services and enjoying other benefits of being recognized as a student organization at Fletcher). Inactive organizations can become active again by contacting the Director of Student Affairs and fulfilling any outstanding responsibilities.
3. **Probation** - Probation status is defined as the status of an organization that has been removed from active status for violations of the Fletcher Code of Student Conduct, College policies, and/or local, state,

and federal laws. The length and terms of probation vary. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

4. **Provisional** - Provisional status is granted from the time a new student organization application is submitted (or re-activating a previously inactive student organization) until the organization completes and submits all required documents. This time allows provisional student organizations to secure 5 founding members and hold two meetings in which they should hold elections, write a constitution, and secure a faculty or staff advisor. All documentation listed in the next section of this handbook must be turned in before active status is awarded. If all founding members do not submit all required documents within 60 days, the application is void. No events or fundraising activities are allowed while an organization is on provisional status.
5. **Temporary** - Temporary status is defined as the status of an organization that exists for a period no longer than one semester that was formed to support a specific goal such as a political campaign or natural disaster relief.

ORGANIZATIONS SEEKING AND RETAINING OFFICIAL COLLEGE RECOGNITION

The following must be presented to the Director of Student Affairs to apply for College recognition:

1. A typed alphabetical list of at least five members including their names, addresses, and telephone numbers
2. A typed constitution and by-laws
3. A proposed slate of officers
4. A completed faculty advisor form
5. If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group
6. Compliance with any additional guidelines set forth by the Office of Student Affairs
7. A proposed budget for the semester

The Director of Student Affairs will review the materials submitted and notify the group of the action taken. When an organization is approved for recognition, a letter will be written to the advisor and the organization. The organization is then considered an official student organization and is entitled to function as a regular part of the College community. In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of Fletcher Technical Community College. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA.

For more detailed information and to obtain the necessary paperwork, please contact Ethan Guidry at 985-448-7944 or ethan.guidry@fletcher.edu.

PRIVILEGES OF RECOGNITION

- to use the name of Fletcher Technical Community College in connection with organizational activities
- to be listed as a Recognized Student Organization with the Office of Student Affairs
- to the use of College facilities and to promote events on campus in accordance with College policies pertaining to these activities
- to post signs and distribute literature in accordance with College and facility regulations
- To request advertising and news coverage in campus publications normally open to organizational interest
- to host a web page on the College website in accordance with the policies set forth by Fletcher Marketing and Information Technology Departments
- to solicit membership on campus
- to sponsor or present public performances on College property; and
- to raise funds or make other permissible solicitations on College property under the guidelines provided in this manual

RESPONSIBILITIES OF STUDENT ORGANIZATIONS AND MEMBERS

Student organizations, including SGA/SPA, are entities of the college and therefore expected to abide by the policies and procedures outlined in the college catalog, student handbook, and other college related publications. In addition, student organizations, including their members, visitors and invitees are held to LCTCS Standards. Offenses are listed below:

1. Hazing by subjecting college students to unnecessary and excessive abuse, humiliation, or physical danger or by committing any action or causing any situation that recklessly or intentionally endangers the mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
2. Interference, coercion, or disruption that impedes, impairs, or disrupts the college mission, processes, or functions, or interferes with the rights of others on college property, or the rights of recognized student organization.
3. Conduct that is disorderly, abusive, drunken, violent, or excessively noisy.
4. Discrimination against any person due to race, color, national origin, age marital status, sex, sexual orientation, political or religious affiliation or belief, except when the expressed and legitimate purposes of the organization require limitation as to sex or religion.
5. Knowingly enrolling as an official member or electing, appointing, or retaining as an elected or appointed officer or committee chairperson, any student on academic probation or under any disciplinary sanction.

6. Organizing, sponsoring, implementation, or conducting programs or activities that are disorderly or that are violations of law or college regulations.
7. Distributing obscene matter or knowingly organizing, sponsoring, implementing, or conducting programs or activities that contain indecent or obscene behavior.
8. Recurrent financial over-obligation and non-payment of debts financially delinquent to the college.
9. Any violation of college rules or policies that apply to recognized student organizations.
10. Any behavior, actions, or activities that would bring public disrespect, contempt, or ridicule upon the LCTCS or College/campus.
11. Any violation of confidentiality with respect to information afforded based on official representation of the LCTCS or affiliated college/campus.

CONDUCT AT ACTIVITIES

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct. Therefore, activities must be supervised by your organization's advisor and/or other College Officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the College, the Office of Student Affairs will recommend disciplinary action.

LINES OF AUTHORITY FOR CLUBS AND ORGANIZATIONS

The President and the faculty/staff advisor of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed and serving as representatives of the organization before the College administration. Members of an organization should channel their concerns through the President and advisor of the organization.

REGULATIONS

STUDENT HANDBOOK AND CODE OF COMPLIANCE

Members of Recognized Student Organizations must abide by all policies and procedures in the Fletcher Technical Community College Student Handbook and Student Code of Conduct. Recent changes in the Student Handbook and Code of Conduct may not be reflected in the current RSO Manual; however, adherence to policies and procedures remains the responsibility of all students. Officers of student organizations are strongly encouraged to review and share with their members policies in the Student Handbook and Code of Conduct as well as those included in the Recognized Student Organization Manual.

NON-DISCRIMINATORY POLICY

Fletcher Technical Community College is committed to ensuring that students experience an environment that is productive and free of discrimination. It is hereby acknowledged that the policies and practices of an organization pertaining to membership must not discriminate based on race, color, gender*, age, religion, national origin, citizenship, disability, sexual orientation, or veteran status subverts the mission of Fletcher and is strictly prohibited. **Exclusion based on gender is applicable only to Greek-lettered organizations based on the Title IX Education Amendment of 1972, which allows social fraternities and sororities at an institution of higher education the ability to limit membership to members of one sex.*

Fletcher Technical Community College recognizes the right of groups to freely assemble, but also accepts the responsibility to protect the rights of members of the campus community from organizations which infringe upon the purposes of Fletcher Technical Community College and the Board of Supervisors for the Louisiana Community and Technical College System.

- Any organization shall be open to all students at Fletcher Technical Community College who otherwise meet membership requirements. An organization may not deny membership on the basis of race, national origin, gender*, age, religion, sexual orientation, disability, or status as a veteran (*exclusion based on gender is applicable based on Title IX Education Amendments). Membership in student organizations shall be limited to currently enrolled Fletcher students.
- The following academic requirements must be followed by each organization and verified by the organization's on-campus advisor: Any member falling below this minimum standard will be placed on probation for the next semester until sufficient academic progress is made and verified by the advisor.
 - **Officers:** To be eligible for election to or to serve as an officer of an organization, or in any elected or appointed position, a member must be a Fletcher student in good standing with the College and maintain both a cumulative and previous semester 2.0 grade point average. Any member serving in an elected or appointed position falling below the minimum standard to hold office shall be removed from his or her position upon posting of final grades.
 - **Members:** To be eligible to be a member of a Fletcher RSO, regular members must have & maintain a minimum of a 2.0 previous semester or cumulative grade point average
 - Organizations shall not require of their members any activity incompatible with scholastic attainment of acceptable general development of the individual.

ANTI-HAZING POLICY

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution. Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to

another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity. Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death. Fletcher Technical Community College and the Louisiana Community and Technical College System (LCTCS) is committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety, and respect for one's self and others.

In accordance with Louisiana Revised Statutes 17:1801.1, 14:40.8, 14:502, and the Board of Regents Uniform Policy on Hazing Prevention, all System colleges shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students, and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education, and training.

POLICY/PROCEDURE:

- A. Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
 - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
 - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
- B. Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
 - i. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
 - ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - iii. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - iv. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- C. Organization is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or

former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

- D. Pledging is any action or activity related to becoming a member of an organization, including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.
- E. Appropriate authority includes:
 - i. Any state or local law enforcement agency.
 - ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
 - iii. Emergency medical personnel.
- F. Consent to hazing is not a defense.
- G. No student organization or individual shall employ a program of student initiation/pledge education or social events which includes hazing.
- H. Duty to Report
 - i. All current or potential student organization members and any faculty or staff member has a duty to report any violation of this policy to the appropriate institution administrator. All reports alleging the commission of an act of hazing by one or more members of a student organization shall report the act to local law enforcement having jurisdiction in the place where the alleged act or acts of hazing occurred. The information reported to law enforcement shall include all details received by the college relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. The college will document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement, and any other information relative to the college's investigation, processing, and resolution of the incident. Colleges and organizations will use the standardized forms in making reports. Any college, organization, or individual that fails to comply with the provisions of reporting may be subject to criminal penalties as outlined in Act 635 and Act 382.
- I. Expectations for Violations
 - i. In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity as soon as practicable under the circumstances, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of employees. Students will not be permitted to return for at least one semester. In addition, there will be a suspension of activities for a minimum of one

academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the college's codified student and/or employee judicial process and may be subject to criminal penalties as outlined in Act 635 and Act 382.

- J. All policies on hazing shall be published on college and student organization websites and included in all Student Handbooks and Student Codes of Conduct.
- K. Prevention and Education Programs
 - i. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
 - ii. Each new student and parents of minor students shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
 - iii. Each organization as defined above in this policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
 - iv. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report, and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.
- L. Duty to Seek Assistance
 - i. In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Each college's policy and educational information shall include the criminal penalties applicable to failure to seek assistance in violation of R.S. 14:502.

SEXUAL ASSAULT, SEXUAL HARASSMENT, RELATIONSHIP VIOLENCE, STALKING, & RETALIATION

- A. Sexual assault, stalking, domestic violence, and dating violence are criminal offenses that are inconsistent with the mission and values of Fletcher Technical Community College. Such offenses are prohibited and

will not be tolerated in any manner, any setting related to the College, or by any individual(s) associated with the College in any way. The College is fully committed to maintaining a respectful, healthy, and safe environment for all members of the campus community and its constituents.

- i. For more information and to read the policy in full please visit www.fletcher.edu/title-ix.

For any questions or to report an incident, please contact Crystal Gienger at 985-448-7909 or crystal.gienger@fletcher.edu.

COLLEGE SANCTIONS FOR RSO MISCONDUCT

A recognized student organization or club which fails to comply with the Fletcher Technical Community College Code of Student Conduct, or the policies and procedures established by the College, or which fails to function within its prescribed purpose, shall be subject to sanction(s) by the Office of Student Affairs. Sanctions may be imposed following procedures outlined in the Student Code of Conduct. Students and organizations who violate College policy will be afforded due process as prescribed in the College Code of Student Conduct.

Sanctions for policy violation include, but are not limited to:

- Reprimands
- Probation
- Suspension
- expulsion

FUNDING

FUNDING OFFICIAL ORGANIZATIONS

1. Student organizations with official College recognition will receive a budget of \$500 per academic year from the College.
2. Student organizations with official College recognition must plan at least one of the following per academic year:
 1. A fundraising event
 2. A social event
 3. An educational event
3. It is the responsibility of the President of a new organization to inform the Office of Student Affairs that the organization will be requesting funds for the next academic year. This notification must be in writing and received on or before February 28.

4. Required paperwork must be submitted to the Office of Student Affairs within the first three weeks of each semester to receive funding for that semester.
5. The Office of Student Affairs reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

FUNDRAISING/SOLICITATIONS

1. Organizations may sponsor fundraising activities which have been approved by the Office of Student Affairs
2. Requests must be submitted to the Office of Student Affairs at least two weeks prior to the scheduled date of activity and six weeks for gaming activities (raffles, bingo, etc.).
3. **Solicitations of funds from local businesses or individuals must be approved by the Office of Institutional Advancement prior to any solicitations being made to businesses or off-campus individuals.**

ADVISORS

Each organization must have an advisor who is a faculty or staff member. Organizations select their advisor and should make certain that prospective advisors are sincerely interested in the goals and objectives of the organization. The advisor must be present at the majority of meetings, and events (educational, social, and fundraising), and acts as a liaison between the College and the organization as needed. The advisor should also be aware of planned activities and all financial matters involving the organization. Additionally, the advisor of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the College.

EVENT MANAGEMENT

The Office of Student Affairs provides student organizations assistance with programming, event planning, and facility use coordination in an effort to ensure the success of all RSO events. RSO use of these resources will provide a framework for student organizations to host and conduct events, in an organized and safe manner.

The Office of Student Affairs prohibits programming and meetings during finals week and the day of commencement according to the College Registrar.

WHAT IS AN ORGANIZATION EVENT?

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization

- the event, activity, or gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization
- promotional material associates the event, activity, or gathering with a specific organization
- the activities can be reasonably associated with a particular organization

All student organization events using any College facility must be recognized by the Office of Student Affairs. Event registration will require approval of physical space in advance from the Maintenance Department and/or other College departments or facilities.

TYPES OF EVENTS

- **A Student Organization Information Table:** Organizations hosts an information table on campus to promote their recognized student organization or upcoming event.
- **A Student Organization General Meeting (Organization Members Only):** Organization hosts a general meeting for organization members. Examples include but are not limited to a lecture, meeting, initiation, retreat, or training.
- **A Student Organization Event (Open to an Audience beyond Organization Members):** Organization plans an event for Fletcher students, faculty or staff or surrounding community.
- **A Virtual Student Organization Event:** Organization plans an event for Fletcher students, faculty or staff or surrounding community on a virtual platform (i.e. Zoom, Skype, etc.)

EVENT APPROVAL PROCESS

HOW TO OBTAIN EVENT APPROVAL

1. A specified organization officer reserves desired space through the College's online reservation platform.
2. A student representative submits the completed Event Planning form to the Director of Student Affairs after acquiring a signature from the organization's advisor.
3. The Director of Student Affairs seeks approval from the Vice Chancellor for Enrollment and Student Development.
4. If the event meets all requirements, approval is granted by the Vice Chancellor for Enrollment and Student Development. The approval confirmation is sent via email.

WHAT TO DO IF THE EVENT IS NOT APPROVED

If the event is not approved, the Director of Student Affairs will contact the organization representative to:

- Request more information

- Request another form
- Deny event request or if denied, a response is sent to the student representative who submitted the event request with reasons for the denial via email.
 - A student representative can resubmit an event if they have made the necessary adjustments that comply with college policy.

Once the student representative provides more information and/or submits additional forms, the Director of Student Affairs will review the event request once more. If the event meets the requirement(s), the Vice Chancellor of Enrollment and Student Development grants approval and the approval confirmation is sent via email to the student representative who submitted the event request.

FACILITY USE RESERVATION PROCEDURES

Fletcher Technical Community College utilizes an online platform to obtain reservations for campus facility use. RSOs can access the reservation portal by visiting <https://www.fletcher.edu/rentals-events/>. Only one (1) specified officer of a recognized student organization may:

- Request use of College facilities for meetings and events. This process ensures all requests for facilities are appropriately coordinated within the RSO before a request is granted.
- RSO requests for facility use are considered “College Events” and therefore incur no charges. However, this privilege does not guarantee that a recognized student organization will receive permission to utilize a specific requested facility.
- **RSOs may not, under any circumstances, request facilities for any non-College group or entity, or on behalf of another RSO.**
- When reserving college facilities, the organization must indicate what type of set-up is required for the reserved room, provide estimated attendance, and indicate what equipment (AV, PA, tables/chairs, etc.) is needed for the event.
- Prior planning is essential. RSOs failing to provide specific room set-up and equipment requests 72 hours prior to the event will receive the standard set-up.
- RSOs who plan ahead and consult with a member of the Maintenance Department will significantly increase the success of their event and ensure that Maintenance staff is able to fully support their event needs accurately and on time.
- **Events requiring the use of facilities should be held during the normal operating hours of the College.** In order to ensure safety and security of students, faculty, staff, and members of the community at RSO sponsored events, it is imperative that events begin and end on time.
- RSOs must return facilities to the manner in which they were found.

- Security: For social events with 100 or more guests, RSOs are required to hire one post-certified off-duty uniformed police officer per 100 guests. For all social events with fewer than 100 participants, it is recommended that a post-certified off-duty uniformed police officer be present.
- Money Collection: Recognized Student Organizations that sponsor or co-sponsor events where money is collected are required to have a post-certified off-duty uniformed police officer in attendance regardless of the size of the event.
- If food or drink is permitted, trash must be placed in trash bins.
- All furniture moved within the facility/room or moved from the facility/room into the hallways must be replaced. This includes returning tables and chairs to their original location.
- If cancellations are anticipated, Maintenance and other involved parties should be notified at least 24 hours in advance.

For assistance with facility reservations, please contact Crystal Wendell at 985-448-7996 or crystal.wendell@fletcher.edu.

OUTDOOR EVENT AND SOUND SYSTEM POLICY

The volume of the sound system must not impede the rights of others to have a positive working and learning environment. The appropriate volume will be decided on by the Office of Student Affairs

- Student Affairs Staff and/or Campus Security may instruct the user to turn down the sound system at any time.
- PA systems should be set up and tested at least 1 hour before the scheduled event.
- CDs/iPods utilized for campus events may not contain foul language or language that degrades one's age, gender, religion, language, sexual orientation, socioeconomic status, ethnicity, race, exceptionalities, or geographic background. Any RSO not adhering to the clean music policy will have their event shut down and risk losing outdoor event privileges for the remainder of the semester.
- The booking of outdoor space will follow the same guidelines and procedures as outlined in the Facility Use Reservation Procedures.
- Non-compliance with the Outdoor and Sound System Policy may result in suspension of the privilege to reserve the outdoor space in the future.

USE OF CAMPUS FOOD SERVICE

When planning an on-campus event with food, student organizations must contact Premier Catering to discuss a menu for the event. Premier Catering has a wide selection of banquet meals and break foods from which to

choose. Student organizations wishing to bring their own food for on-campus events must receive approval from the Office of Student Affairs. It is strongly recommended that RSOs utilize Premier Catering whenever possible.

- RSOs are responsible for paying any debt incurred for an event. The College does not assume debt for RSOs.
- Student organizations are not allowed to conduct fundraisers in which retail type items (full meals, hamburgers, hot dogs, etc.) are sold in the vicinity of the Fletcher's facilities. However, the sale of homemade baked goods for fundraisers is allowed with the permission of the Office of Student Affairs.
- Fundraisers using edible items will be limited to once per semester but must be approved by the Office of Student Affairs at least 7 days prior to the event.
- Organizations that are not in compliance with the food service policy, may be sanctioned by the Office of Student Affairs.

MOVIE SCREENING

Student organizations who are interested in showing films or movies at meetings and events must comply with the Federal Copyright Act (Title 17 of the U.S. Code), which governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

To show a film or movie on campus, your organization must purchase a “public performance” license from one of the three companies listed below:

Criterion Pictures
<http://www.criterionpicusa.com>
(800) 890-9494

Swank Motion Pictures, Inc.
<http://www.swank.com>
(800) 876-5577

Motion Picture Licensing Corporation (MPLC)
<http://www.mplc.com>
(800) 462-8855

Fees are determined by factors such as the number of times a particular movie will be shown, anticipated audience size, location, etc. While fees vary, they are generally inexpensive for smaller audiences. Fees may be waived if a request is granted from the company responsible for producing the film or movie. For more information on the law on “Public Performances,” visit <https://www.swank.com/college-campus/copyright/> (Swank Motion Pictures, Inc.,

2017). Once the organization makes the “public performance” license purchase, the organization is required to provide documentation to the Office of Student Affairs.

CHARITABLE GAMBLING

Due to new information from the state regarding games of chance, all Fletcher entities will need to fill out an application when holding a raffle or bingo. If an organization, academic department, or Fletcher group wants to host one, they must fill out the Application for License Exemption to Conduct Charitable Gaming. The application can be found at <http://www.ocg.louisiana.gov/pdf/forms/ocg208F.pdf>. This form will then need to be faxed or mailed to the Office of Charitable Gaming using the contact information at the top of the application. If you have any questions, please contact the toll-free number at the top of the application. The Office of Charitable Gaming will be able to help with any issues. **It will take 7-14 days to approve your application so please plan accordingly.**

PURCHASING

REQUISITIONS/CONTRACTS

Any instance in which money is spent to purchase goods for the organization or an event must be approved by the Business Office following the submission of a requisition. Any instance in which money is spent to purchase a service must be approved by the Business Office following the submission of a contract. Requisitions and contracts **should not** be submitted by organization members (including officers). These forms should be completed by the organization’s advisor or the Director of Student Affairs.

For assistance with requisitions, please contact Elizabeth Trahan at 985-448-7921 or Elizabeth.trahan@fletcher.edu.

For assistance with contracts, please contact Gayle Doucet at 318-678-6117 or gayle.doucet@fletcher.edu.

TRAVEL

Fletcher Technical Community College recognizes that travel is an essential part in student organization development. RSOs seeking to travel should submit requests well in advance to allow for processing and approvals.

EXPECTATIONS OF TRAVEL

- Participants are expected to adhere to the College’s regulations while on official travel.
- Organizations are responsible for sharing with each travel participant the procedure for emergencies and proper communication with College officials.

For assistance with travel, please contact Elizabeth Trahan at 985-448-7921 or Elizabeth.Trahan@fletcher.edu.

MARKETING

Fletcher Technical Community College recognizes the need for student organizations to advertise their events. However, recognized student organizations should keep in mind that all advertising is a direct reflection of Fletcher Technical Community College and caution should be taken when promoting events. All RSO marketing pieces should be approved by the Marketing Director prior to publication. RSOs who fail to receive approval from the Marketing Director prior to publication will be subject to sanctions imposed by the Office of Student Affairs.

For questions regarding marketing, please contact Misty McElroy at 985-448-7919 or misty.mcelroy@fletcher.edu.

PRINT MATERIALS

Fletcher Technical Community College is committed to the First Amendment of the United States Constitution and the free speech values it embodies. As an institution of higher education, Fletcher recognizes the importance of free and open debate on all matters. Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. Fletcher has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the College's educational, research, and service missions. To protect those interests, Fletcher reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

GENERAL RULES

1. Posters, flyers, and bulletins may not be placed on any of Fletcher buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. No fliers, brochures, cards, or other printed material may be placed on car windshields.
3. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of Fletcher.
4. No printed material may be offered for sale without expressed approval.
5. Organizations should include the organization name on any printed materials intended for distribution on campus.
6. Distribution of printed material on other areas of Fletcher's campus is subject to reasonable, content neutral regulation of time, place, and manner to protect the interests of Fletcher and its students, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of disruptive distribution of literature,

unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume or frequency of other requests or reservations, the College's own planned use of its facilities for events, and potential for interference with the College's educational mission

PROMOTIONAL ITEMS

If promotional items are sold or distributed, the organization must have approval from Marketing. The promotional item design must be emailed to misty.mcelory@fletcher.edu for approval before the Office of Student Affairs approves the overall registered event. Student organizations may use the Fletcher logo or other branding if approval is granted from Marketing. This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items.

USE OF COLLEGE NAME & BRANDING

The Marketing Department promotes, protects, and regulates the College's name and identifying marks. These marks include the name, logos, seal, and all identifying marks, symbols and slogans associated with Fletcher. Proper use of Fletcher's name and marks stimulates public awareness and support for the College. Prior written permission is required through the Marketing Department for use of the College's name or marks for anything other than official College purposes.

USE OF COLLEGE NAME

A recognized student organization may use the College name in its title, publications or letterhead to show its status as a recognized student organization at Fletcher, but may not use the name in a manner as to create confusion between it as an organization and the College itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Fletcher Technical Community College. The general rule is that the College name cannot precede the name of the student organization. Examples include:

Permissible: ABC Club at Fletcher Technical Community College, ABC Club at FTCC

Not Permissible: Fletcher Technical Community College ABC Club, FTCC ABC Club

USE OF COLLEGE MARKS

Recognized student organizations may not use the College seal or logos on letterheads, business cards or other identifying materials. Recognized student organizations may receive permission to utilize a college mark for special use, such as a commemorative item that is for members use only. Contact the Marketing Director for review of such proposed use.

RESOURCES FOR STUDENT ORGANIZATIONS

1. Bulletin Boards/Electronic Bulletin Boards
 - a. Bulletin boards are available for use with the proper approvals in various areas across the campus to post approved advertising and information.
 - b. Bulletin boards are located near the Business Office, near Enrollment Services, and in the Student Commons.
 - c. Electronic bulletin boards are available in the Student Commons and the Atrium.
 - d. Flyers should be submitted to the IT Department to be uploaded.
2. Funding Service
 - a. Funding opportunities are available through the Student Government Association and Student Programming Association for programming, advertising, travel, and other appropriate expenses.
 - b. Request for Funding proposals must be submitted for approval to each of the organizations based on the specifics of the request.
 - c. Student organizations should contact the departments for more information and guidelines for funding proposals.
3. Vendor List
 - a. A vendor list is available upon request from the Office of Student Affairs and includes all previously approved vendors with contact information.
 - b. Organizations may utilize other vendors, but use of the list is encouraged to expedite requisition/contract approvals.
4. Technology Rental and Use
 - a. The IT Department has certain technology available for student organization use. This includes portable sound systems, computers, etc., that can be checked out for programs and events that are on campus.
 - b. Technology use should be requested when requesting approval for events.
 - c. Organizations assume full responsibility for all equipment checkout and are required to return equipment at the agreed upon date and time.
 - d. All technology checkouts are left to the discretion of the IT Department.
5. Student Organization Website
 - a. Student organizations have a website located on the Fletcher Technology Community College website, which includes a list of all recognized organizations, deadlines, guidelines, and resource file information.
6. Student Organization Workshops
 - a. At least one (1) time per semester, the Office of Student Affairs will host a Leadership Workshop.

- b. Presidents or a representative(s) of recognized student organizations are responsible for attending Office of Student Activities' Trainings/Workshops during the fall and spring semesters. Recognized Student Organizations, which fail to have an officer or representative present at these trainings during an academic year, may lose privileges as an RSO.
- c. The Leadership Workshop is an opportunity for officers to learn how to use the resources available to them, to meet and exchange ideas with other officers, and to gain leadership knowledge.